

The Ingham County Bar Association will be holding an admissions ceremony on **Tuesday, November 20, at 5 p.m. at the Thomas M. Cooley Law School** on the 4th Floor of the Temple Building, 217 South Capitol Avenue (NE corner of Capitol and Washtenaw) in downtown Lansing.

In order to participate in this ceremony, you will need to file your paperwork no later than 4 p.m. on Thursday, November 15, with the Ingham County Circuit Court Clerk. Please see either Rebecca DeWitt or Kay Taylor in the Court Clerk's Office located on the 1st Floor of Veterans Memorial Courthouse at 313 West Kalamazoo Street, Lansing. This filing can be completed by the following steps:

1. Submit the ORIGINAL copy of the letter you received from the Board of Law Examiners indicating you passed the bar exam.
2. On the back of the letter, print your name exactly as you would like it to appear on your law license. Print your current address (even if it's the same as the address on the front of the letter) and a daytime phone number. Print the name of the licensed attorney who will be moving for your admission. If you don't have an individual to do this, the President of the Ingham County Bar Association would be pleased to move for your admission. In this case, simply note "Group Sponsor".
3. If you are using the group sponsor, please make sure you complete a personal information sheet while in the clerk's office. This will enable the ICBA President to have information about you to include as part of the record when s/he moves for your admission (the sheet includes items such as your hometown, undergrad work, law school honors, future plans, special acknowledgments, etc.)
4. Pay a \$25 motion filing fee to the clerk.
5. All passers are welcome to participate in this ceremony; you need not be an alumnus of Cooley Law School. We do ask that anyone who chooses to participate in this admissions ceremony contact the Cooley Law School Alumni Office at (517) 371-5140, extension 2038. This is to ensure that your name is included on the printed program for the ceremony as well as ensure enough food & beverage is ordered for the reception immediately following the ceremony.

Admittees and their sponsors should arrive no later than 4:45 p.m. on the day of the admissions ceremony. You are welcome to bring family and friends to the ceremony and reception. There is no charge for admittance to either event. This is a special session of Court and is conducted by a Circuit Court judge; you and your guests should dress accordingly.

At the conclusion of the admissions ceremony, you will be provided with a signed order indicating that you have been admitted to the practice of law in the State of Michigan. This paperwork can then be submitted to the State Bar of Michigan along with your membership dues and you will be assigned a P number by the State Bar.

Please feel free to contact the Ingham County Bar Association at [kkemp@inghambar.org](mailto:kkemp@inghambar.org) or (517) 483-6414 or Cooley Law School's Alumni Office at (517) 371-5140, extension 2038 should you have any questions regarding the above.

Congratulations and best wishes in your new endeavors!